



Purchasing Services Department

REQUEST FOR WAIVER OF COMPETITIVE PROCUREMENT

GOODS/SERVICES PROCUREMENT: All purchases for goods and/or services (not including public improvement projects) over \$49,999 must be procured by formal competitive solicitation through the Purchasing Services Department (see University Policy 3345-15), except for one of the following reasons set for the below.

PUBLIC IMPROVEMENTS/CONSTRUCTION/ARCHITECTURE/ENGINEERING SERVICES: procurement thresholds for public improvement, construction, architecture, and/or engineering services are subject to the formal solicitation thresholds set by the State of Ohio (see University Policy 3345-25). Formal procurement for these services that exceed the current state formal procurement thresholds may only be waived for one of the following reasons set forth below.

1. SOLE SOURCE PURCHASE Policy 334465-23: A sole source purchase is defined as a purchase of goods or services that are proprietary and/or unique. Goods or Services are considered sole source purchases only under the rarest of circumstances. All sole source competitive waiver requests shall be reviewed by the Office of General Counsel. C

_____ this form for a SOLE SOURCE competitive bidding waiver.

2. EMERGENCY PROCUREMENT Policy 334465-24: An emergency procurement is authorized when the goods or services to be purchased are required to correct or prevent an emergency health, environmental, or safety hazard and/or enable the emergency repair or replacement of existing equipment essential for daily operations. Complete PART B of this form for an EMERGENCY PROCUREMENT competitive bidding waiver.



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Waiver Request

- 1. Provide an explanation stating the reasons a sole source purchase is justified. This justification must clearly indicate why the proposed vendor is the ONLY vendor that can meet your requirements.

Provide the sole source vendor name, address, telephone number.

- 2. Provide company name, address, and comparable product/service the company provides.

- 3. I am the individual who has gathered and provided the detailed information provided above. I certify to the best of my knowledge that I have investigated and found that the above reasons and explanations justify a waiver of formal competitive selection in this instance.

Requested By: _____
Print Name

Signature

Date



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Req #/Date: _____

Waiver Amount: \$ _____

Part A Cont.

- 4. Acknowledged by (both signature lines must be completed and submitted with this form):

Supervisor: _____
Print Name

Signature Date

Vice President/Dean/Provost: _____
Signature Date



Purchasing Services Department

For Purchasing Department Use Only:

Date Received: _____

Comments:

Purchasing Department Review:

- Recommended • NotRecommended

Signature: _____ Date: _____

Name and Title: _____

Controller:

- Approved • NotApproved

Signature: _____ Date: _____

Review by Office of General Counsel:

- Recommended • NotRecommended

Signature: _____ Date: _____

Part B. Emergency Competitive Procurement Waiver Request

1. Check all that apply and explain what the emergency is, what caused the emergency, and the circumstances leading to the emergency.
- Immediate threat to health
 - Immediate threat to environment
 - Immediate safety hazard
 - Emergency repair or replacement of existing equipment essential for daily operations



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2. Provide a description of the emergency goods or services to be purchased.

3. State the

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